

**STATE BOARD OF COMMUNITY COLLEGES**  
**Allocation for Small College Prison Program Start-Up – Halifax CC**

**Request:** The State Board is requested to approve the allocation of \$30,500 to Halifax Community College to support the start-up of one or more Continuing Education Commercial Cleaning classes at Caledonia Correctional Institution, a state prison facility in the college's service area.

**Rationale:** The Division of Adult Correction (DAC) is making this request as part of the management of funds designated to support small colleges that offer prison education. In 1999, the NC General Assembly appropriated recurring funds in the amount of \$50,000 to allow small community colleges that could not otherwise afford to provide services to provide education and training for inmates housed in facilities located in the colleges' respective service areas (S.L. 1999-237). The legislative intent was to provide funds for the first-year start-up of instructional programming at prisons served by small community colleges since community colleges have no funds appropriated for the initiation (or start-up) of Curriculum, Basic Skills, or Occupational Continuing Education programming. Start-up costs typically include faculty salaries, instructional supplies, and/or related instructional equipment for the first year. This funding is allocated specifically for start-up because colleges will generate FTE to support continuation of instruction.

**Method of Allocation:** The System Office provided DAC with a list of colleges meeting the definition of "small" college, defined as colleges with 2014-15 total FTE budgeted enrollment of less than 2,500. DAC officials reviewed the educational needs of inmates in the prisons served by the eligible small colleges and made this funding recommendation to the System Office. The recommendation is based on selection criteria consistent with priorities established by DAC as a result of the 2010 Legislative Continuation Review of Prisoner Education and subsequent legislation. DAC recommends that \$30,500 of the \$50,000 total be allocated to support this project; the remaining \$19,500 was previously allocated to Mayland Community College on October 17, 2014.

**Conditions of Awards:** The college must have separate course/program approval by the State Board before it may offer the instruction recommended for funding through this allocation. At the end of the fiscal year, unexpended fund balances will be reviewed by DAC and may be approved for carryforward if the initial program start-up phase must cross fiscal years due to operational circumstances. Funds will not be approved for carryforward beyond one fiscal year after the initial allocation unless DAC and the System Office jointly determine that special circumstances have prevented the timely startup of the prison education program(s). The funds must be expended for the course(s) specified above, unless conditions change at a prison and DAC provides the college with authorization in writing to apply funds to the start-up of other priority course(s). The primary purpose of these funds is to cover instructor costs for first-year programming start-up, but use for instructional supplies and/or related instructional equipment is not prohibited if approved by DAC.

**Allocation Availability and Funding Source:** Funding is available through the State General Fund as appropriated to the Division of Adult Correction and subsequently transferred to the System Office. Because these funds are being allocated late in the current fiscal year, the allocation period is January 16, 2015 – June 30, 2015. DAC has pre-approved carryforward of these funds for FY 2015-16. Carryforward of these funds beyond this allocation period requires additional approval by DAC.

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